



DEPARTMENT OF MANAGED HEALTH CARE

EXAMINATION ANNOUNCEMENT FOR

NURSE CONSULTANT II

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

OPEN/SPOT - Sacramento

CONTINUOUS FILING

To learn more about testing arrangements, contact the testing office shown below. The testing office accepts applications continuously and will notify and test applicants as needed.

HOW TO APPLY: Submit application (Std Form 678) in person or by mail with the Department of Managed Health Care, Attn: Personnel Office, 980 9th Street, Suite 500, Sacramento, CA 95814, telephone (916) 445-8004.

SUBMIT APPLICATIONS ONLY TO THE ABOVE ADDRESS.

If you have a disability and need special testing arrangements, mark the appropriate section of the “Application for Examination”. You will be contacted for specific arrangements.

MONTHLY SALARY RANGE: \$4333 – \$5221

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

All applicants must meet the education and experience requirements stated below.

Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to the examination.

ALL APPLICANTS MUST SHOW THEIR LICENSE NUMBER, TITLE, AND EXPIRATION DATE ON THEIR APPLICATION/RESUMES. APPLICATION/RESUMES RECEIVED WITHOUT THIS INFORMATION WILL BE REJECTED.

Qualifying experience may be combined on a proportionate basis if the requirements stated in the job description include more than one pattern and are distinguished as “Either “I, “or” II, “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

MINIMUM QUALIFICATIONS:

1. All classes in this series require possession of an active valid license as a registered nurse in California. (Applicants who do not meet this requirement will be admitted to the examination, but they must secure the required license before they will be considered eligible for appointment.) **and**
2. All classes in this series require a baccalaureate or higher degree in nursing from a school of nursing accredited by the National League for Nursing (NLN) or its equivalent for foreign graduates. (For applicants who received a baccalaureate degree in a health-related field prior to 1990, the California State Public Health Nurse Certificate may be substituted for the baccalaureate in nursing (BSN), thereafter the baccalaureate or higher degree must be in nursing from a school of nursing accredited by the NLN or its equivalent for foreign graduates.) **and**
3. All classes in this series require possession of a master’s degree in a health-related field such as: nursing, public health, health care services, health care administration, or hospital administration. All degrees must be from an institution approved by the Council for Private Postsecondary and Vocational Education under the provisions of California Education Code Chapter 3, Part 59, Division 10.

Either I

Two years of experience performing the duties of a Nurse Consultant I in the California state service.

Or II

Four years of professional registered nursing experience, at least two years of which shall have been in an administrative, consultative, teaching, or supervisory capacity. (One additional year of graduate work in group dynamics, interpersonal relations, or other courses relating to the consultative process in nursing may be substituted for one year of the required general nursing experience.)

Additional Desirable Qualifications: Special consideration will be given to candidates at all levels who possess professional nursing experience in a local health department or other community health agency.

THE POSITION: Under the general direction, provides complex nursing and program consultation and technical assistance to public and private agencies on the provision of health services; plans, develops, organizes, monitors, and evaluates programs and studies on the delivery of health services; may also serve in a lead capacity to Nurse Consultants and other health-related multidisciplinary staff; develops and evaluates program standards, policies, and procedures; and does other related work.

EXAMINATION INFORMATION: The testing period for this examination is January 1 to December 31. A candidate may be tested only once during a testing period. This examination will consist of a Qualification Appraisal Interview. The interview will include a number of predetermine job-related questions. In order to obtain a position on the eligible list a minimum rating of 70% must be attained in each phase of the examination. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DIS QUALIFIED.**

QUALIFICATIONS APPRAISAL – Weight 100%

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
1. Principles, techniques, methods, and procedures of current nursing practices.
 2. Epidemiology and methods of health promotion and disease prevention concepts and methods of control of communicable diseases.
 3. Current philosophies and patterns of nursing education.
 4. Principles and methods of consultation.
 5. Group process and problem solving.
 6. Research principles and methodology.
 7. Roles, responsibilities, and interrelationships of the various health disciplines and health agencies.
 8. Functions of social and health agencies.
 9. Cultural and sociological patterns as they affect health programs.
 10. State and Federal legislation related to health services.
 11. The administration and organization and trends in health care delivery systems.
 12. Techniques of program planning, development, monitoring, and evaluation.
- B. Ability to:**
1. Effectively provide consultation and technical assistance.
 2. Establish and maintain the confidence and cooperation of those personnel within the department and in other social and health agencies.
 3. Analyze situations accurately and take effective action.
 4. Be flexible in approach to the solution of problems.
 5. Communicate effectively.
 6. Prepare reports.
 7. Apply principles of administration of nursing and health care services in various administrative patterns.
 8. Assist administrators to plan with others in meeting community health needs.

ELIGIBLE LIST INFORMATION: The name of successful competitors is merged into the list in order of final scores regardless of date. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' preference credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if the experience goes beyond seven year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Managed Health Care three days prior to the written test date if he/she has not received his/her notice. **For an examination without a written feature**, it is the candidate's responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 445-8004 three week after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of Employment Development Department, Department of Managed Health Care and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However locations of interviews may be limited to or extended as conditions warrant.

Eligible List: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional 2) departmental promotional, 3) multidepartmental promotional 4) servicewide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans of self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

California Relay (Telephone) service for the deaf or hearing impaired:
From TDD Phone 1-800-735-2929
From Voice Phone 1-800-735-2922